

Our Mission

The mission of California State Parks is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

California State Parks is an equal opportunity employer. We offer many benefits:

- Medical and Retirement Plans
- Paid Leave and Holidays
- Training
- Upward Mobility Programs



CALIFORNIA STATE PARKS
P.O. Box 942896
Sacramento, CA 94296-0001
www.parks.ca.gov

For information call: (800) 777-0369
711, TTY relay service

Personnel Services & Exams
1416 9th Street, Room 1013
Sacramento, CA 95814
(916) 653-6644

California State Parks Employment Guide



**Discover the range
of possibilities.**



www.parks.ca.gov/jobs

Join Our Team!

California State Parks offers many career choices along with beautiful places to work throughout the state. We are also committed to the growth and potential of each one of our employees. This brochure will guide you to becoming a member of our team.

Career Opportunities

**Law
Enforcement**

Maintenance

Researcher

Manager

Construction

Dispatcher

Planner

Architect

**Exhibit
Designer**

**Cultural/Natural
Resources**

**Environmental
Scientist**

Landscaper

**Business
Services**

Restoration

Archivist

Interpreter

IT Specialist

Curator

Engineer

**Water
Treatment**

...and more!



**Everyone at
California
State Parks
contributes
to our
Success!**

Everyone is encouraged to take advantage of our in-house training and development courses offered in picturesque training centers along California's coast. Your success is very important to us and our upward mobility opportunities will help you get where you want to go.

Interested in applying?

**Go to:
www.parks.ca.gov/jobs**

Find information on State Parks' careers, exam and job opportunities, downloadable applications, and descriptions of job duties and salaries on our website under "State Park Careers."

—ATTENTION—

**California State Parks only
accepts Applications by mail.**

How Do I Apply?

1 Complete “My Profile” and State Application Form

This form is required to apply for all exams and job vacancies. Before completing your application online, set up your profile at the “My Profile” tab jobs.ca.gov. Once done, search for available exams. The State Personnel Board refers to the exam process as *Recruitment*, so when searching recruitments, you are searching available exams.



Submit your application as directed in the *Exam Announcement (or Recruitment Bulletin)*. The minimum qualifications to apply, as well as how, when and where to apply for the exam, are outlined in the document.

State Parks lists our exams and job vacancies in our *Career Opportunity Bulletin* at: www.parks.ca.gov/jobs

Application Tip

Be sure the information you provide is complete and accurate, including beginning and ending dates of previous experience, the job titles held, and a detailed description of your duties along with any educational requirements you meet. Information you put on your application will establish whether you meet the minimum qualifications to take the exam. Keep in mind we can only determine whether you meet the requirements for an exam or job vacancy from what you have written.

2 Take a Qualification Exam

Taking an exam gets you on the “eligibility list” for hiring. If your application meets the minimum qualifications, you will be notified with your exam date.

Some exams are offered over the Internet using an assessment questionnaire, while others are administered through a written or oral exam. Oral exams are conducted in front of a panel.

3 Get on an Eligibility List

Only eligible individuals on this list may be hired. Successful exam applicants will be scored then placed on a “hiring” eligibility list, which is divided into ranks. You will be notified of your rank.

If you take your exam over the internet, you will immediately be ranked and scored when you finish the exam. Only those candidates in “reachable ranks” (i.e. ranks 1, 2, or 3) can be considered for hire (appointment).

4 Find and Apply for a Vacant Position

Once you’ve taken an exam and are reachable on an eligibility list, there are several ways to apply for vacant positions:

- **Contact Letters**—Contact letters are mailed out to eligible candidates for current vacancies.
If you receive a contact letter and are interested in the position, submit a State Application Form (STD678) to formally apply and then wait to be contacted for the hiring interview.

- **Web-based Vacant Position Database (WVPOS)**—Go to jobs.ca.gov and sign up for email alerts with the eNotify System to find out when job vacancies are added.

You will receive information on current vacancies throughout California state service and may apply for any position advertised as long as you are on the eligibility list for that job classification.

- **Department Vacancy List**—Available at www.parks.ca.gov/jobs in our **Career Opportunity Bulletin**. Copies also available from the State Parks Personnel Office.



Exam Tip

Pay close attention to what’s listed in the “scope” section of the *Exam Announcement*. Here you find specific areas of knowledge, skills and abilities that typical exam questions will be based. Focusing on these will increase your successful performance on the exam.

5 Participate in a Hiring Interview

The hiring interview is designed to identify the best job-to-person match for the vacancy. Before you go to your interview, acquaint yourself with the position's duty statement along with the department’s mission and functions, and how the job for which you are interviewing contributes to those purposes.

The department has the discretion to hire anyone on the eligibility list. Unless you are offered a job, your name remains on the eligibility list to be considered for other vacancies.